

## CIVIL SERVICE COMMISSION

*Fiscal Year 2019*

# Citizen Centric Report

Website: [www.csc.guam.gov](http://www.csc.guam.gov)



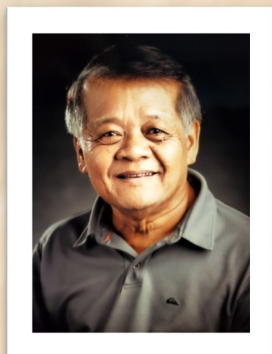
### HISTORY

The creation of the Guam Civil Service Commission (CSC) was first contemplated in the Organic Act of Guam under §1422c, which states,

“The legislature shall establish a merit system and, as far as practicable, appointments and promotions shall be made in accordance with such merit system. The Government of Guam may by law establish a Civil Service Commission to administer the merit system. Members of the Commission may be removed as provided by the laws of Guam.” [cited in part]

However, it was not until August 7, 1967, with the passage of Public Law (PL) 9-86 that the CSC was actually created. The creation was prompted by a letter from then Governor Manuel F.L. Guerrero, which was submitted to the Ninth Guam Legislature to establish a CSC, separate from any operating department of the government in order to afford balance between the needs of the institution and rights of the employee.

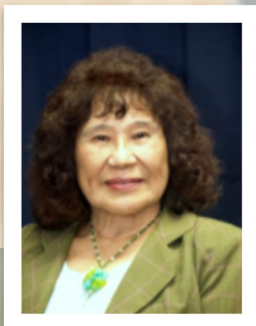
## COMMISSIONERS



**JUAN K. CALVO**  
CHAIRMAN



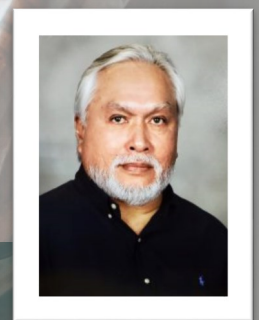
**JOHN SMITH**  
VICE-CHAIRMAN



**PRISCILLA TUNCAP**  
COMMISSIONER



**EMILIA RICE**  
COMMISSIONER



**ANTHONY BENAVENTE**  
COMMISSIONER

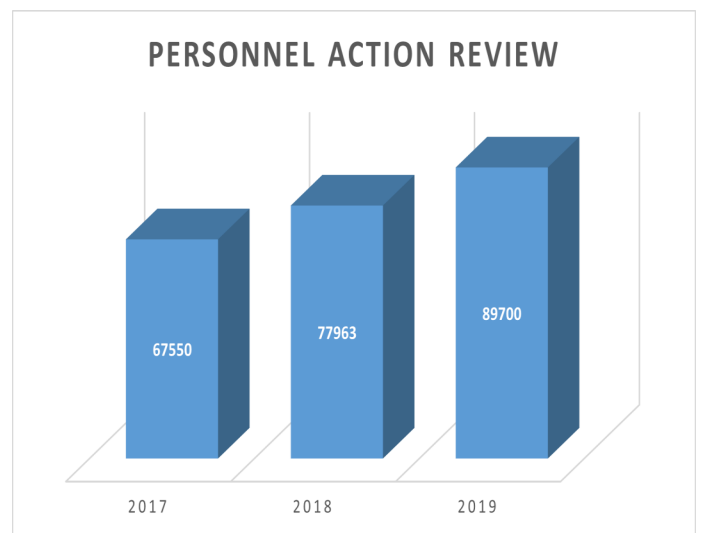
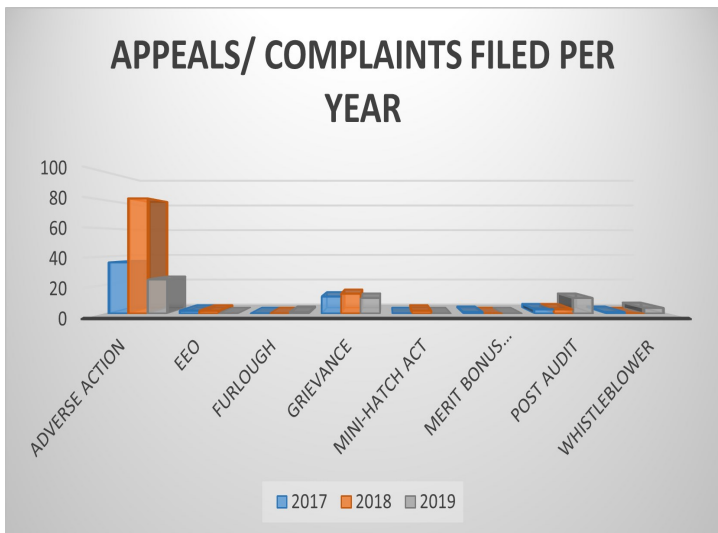
## DUTIES OF THE COMMISSION

The Commission hears appeals from the adverse actions taken to suspend, demote or dismiss an employee from the classified service if such right of appeal to the Commission is established in the personnel rules governing the employee; however, it may not hear any appeal of an action taken to suspend, demote or dismiss an employee of the government of Guam who has not been hired through the competitive hiring procedures of the personnel rules of the government of Guam, as such personnel rules required at the time of the hiring of the employee, nor any unclassified employee;

The provisions above shall not apply to the Judiciary or I Liheslaturan Guåhan [Legislature] in compliance with the doctrine of Separation of Powers, unless such separate Branch opts to make them applicable by submitting to the jurisdiction of the Commission; and all reference to classified employees will be deemed to mean classified employees of the Executive Branch, including agencies and authorities; and The jurisdiction of the Commission shall not extend to academic personnel of the Guam Community College and the University of Guam, except upon mutual consent by the governing board of the respective institution and the Commission, nor to any position or person, appeal or proceeding of whatever kind or description if the

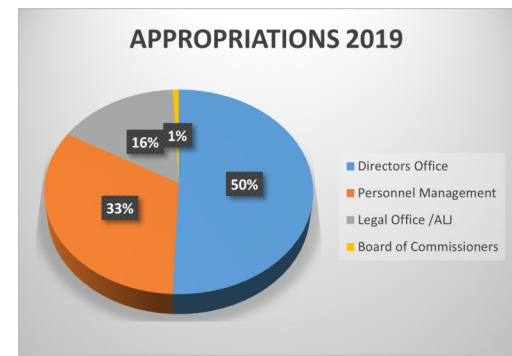
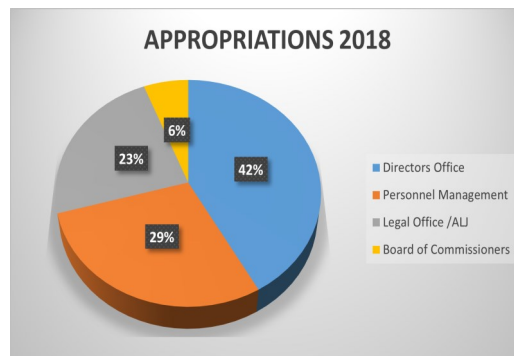
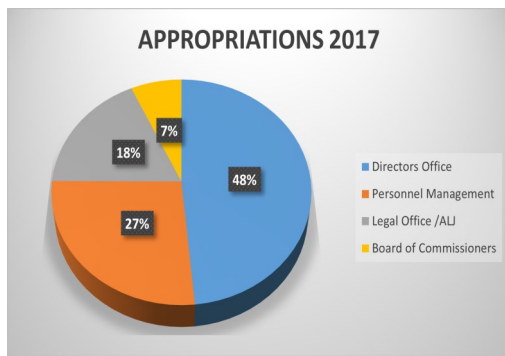
position is denominated “unclassified” in this Title, except to the extent explicitly permitted in this Section, nor shall such jurisdiction extend to the determination of whether it is practicable to place a position in the classified service.

	APPEALS/COMPLAINTS PER YEAR		
	2017	2018	2019
<b>Adverse Action</b>	36	81	24
<b>EEO</b>	2	2	0
<b>Furlough</b>	0	0	1
<b>Grievance</b>	12	14	11
<b>Mini-Hatch Act</b>	0	2	0
<b>Merit Bonus Appeal</b>	1	0	0
<b>Post Audit</b>	3	3	11
<b>Whistleblower</b>	1	0	4
<b>Personnel Action Review</b>	67550	77963	89700



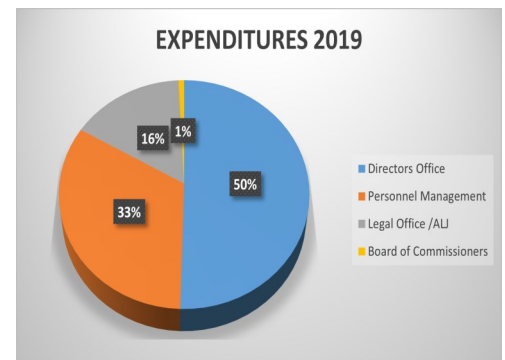
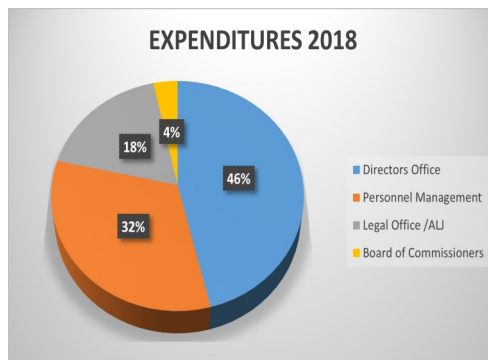
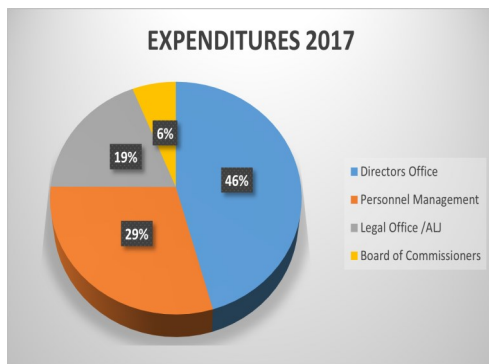
## APPROPRIATIONS / EXPENDITURE

	APPROPRIATIONS		
	2017	2018	2019
<b>Directors Office</b>	\$ 511,079.00	\$ 441,594.00	\$ 464,623.00
<b>Personnel Management</b>	\$ 280,110.00	\$ 303,321.00	\$ 299,770.00
<b>Legal Office /ALJ</b>	\$ 190,020.00	\$ 246,396.00	\$ 145,476.00
<b>Board of Commissioners</b>	\$ 72,756.00	\$ 62,657.00	\$ 7,250.00
<b>TOTAL</b>	\$ 1,053,965.00	\$ 1,053,968.00	\$ 917,119.00



The FY2019 budget decreased as a result of the governor's cost saving measures compared to FY2017 and FY2018 at \$1,053,965.00. The Commission was able to work with the budget authorized level by non recruitment of vacant positions and minimizing procurement of supplies and Commission Hearings. In the future, if funds permit, the Commission is still considering moving the Commissioners forward with new technology by procuring Notebooks or Ipads to be utilized by each Commissioner. The technology would make it easier for Commissioners to receive case packets for review. This would alleviate the reproduction of documents to be received by each Commissioner, the manpower consumed and the cost of supply required to reproduce the packets. Additionally, it is easier to transmit case packets, lightweight and portable and provides a means of communication for Commissioners to CSC Staff for questions or concerns.

	EXPENDITURES		
	2017	2018	2019
<b>Directors Office</b>	\$ 434,675.00	\$ 433,040.04	\$ 460,699.35
<b>Personnel Management</b>	\$ 279,603.00	\$ 302,981.92	\$ 299,769.00
<b>Legal Office /ALJ</b>	\$ 179,156.00	\$ 170,250.07	\$ 145,474.00
<b>Board of Commissioners</b>	\$ 58,440.00	\$ 31,716.84	\$ 7,250.00
<b>TOTAL</b>	\$ 951,874.00	\$ 937,988.87	\$ 913,192.35



The Commission continues to pushing forward in implementing a paperless operation, whereas all cases will be downloaded and viewed on Notebooks/Ipads or Tablets, eliminating the need for reproduction and manpower, thus saving thousands of dollars annually. This technology will surely enhance the Commission's ability to distribute vital packets to the Commissioners as well as other players involved in the case. In addition, the Commission will continue providing essential training & workshops throughout the Government Agencies as it impacts the Commission's Objectives



## ACCLOLADES AND EVENTS

**We say farewell with heartfelt gratitude for your services to the following Commissioners:**



Luis Baza

**Chairman**

8/13/18—12/13/19



Lourdes Hongyee

**Vice-Chair**

1/2017—4/26/19

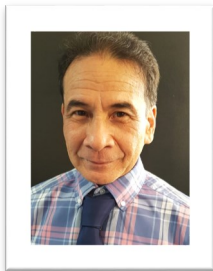


Catherine Gayle

**Commissioner**

10/23/15—11/19/19

**We welcome our newly confirmed Executive Director and Commissioners joining our team:**



Daniel D. Leon Guerrero

**Executive Director**

1/15/19



Juan K. Baza

**Commissioner**

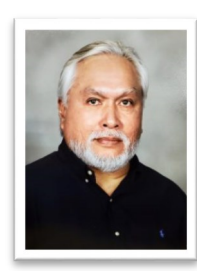
4/26/19



Emilia Rice

**Commissioner**

8/22/19



Anthony Benavente

**Commissioner**

11/18/19

## SPECIAL EVENTS

A visit from the Northern Mariana Islands Civil Service Commission members. They were able to attend a hearing and see how our operations are similar and differ from their system. The following CNMI Commissioners were Cathy Tebit, Acting Chairperson for Saipan,; Bernie C. Palacios representing the Island of Tinian; Kadianne Mangerero, Executive Secretary; and Teresa Borja Executive Assistant.



## **TRAININGS AND COMMUNITY SERVICE**

- CSC worked for approximately a year on its proposed amendments to strengthen CSC's Post Audit Authority. Supported by the Board, the staff proposed legislation to Senator Mary C. Torres. Senator Mary C. Torres agreed with CSC to adopt the draft proposals.
- Provided Political Activity training to political candidates, campaign managers, and other political officials as requested by the Guam Election Commission. CSC provided the Guam Election Commission with a copy of the Political Activity Power Point Presentation.
- Provided Grievance and Adverse Action training to the Guam Waterworks Authority for approximately 80 management, professional and supervisory employees.
- Provided Grievance and Adverse Action training to all Executive Branch departments, agencies, autonomous and line agencies, public corporations and instrumentalities and welcomed them to contact the CSC should they need assistance.
- Participated in numerous community service and outreach programs such as Governor's Beautification program, costal clean-up, Relay for Life.
- Training provided to the Commissioners in conducting board hearing by Eric Miller, Administrative Counsel. Future trainings are to be scheduled for the Commissioners on Political Activity, Adverse Action, Grievances and conducting board hearing.

## **GOALS & FUTURE PLANS**

The Executive Director's plans to maintain and improve operational effectiveness, with effectively timely, and judicious adjudication of classified employee's appeals and complaints. CSC continues to be the vanguard of the merit system.

1. To upgrade the CSC's website in order to improve and make timely updates, improve storage capacity and to comply with transparency regulations.
2. To upgrade CSC's Microsoft Access System to stabilize the system and to be able to store, retrieve and query all records and information.